



Total Workplace FIT

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Overview

GSA's Total Workplace FIT program fuels vigorous and deliberate optimization of the federal footprint while minimizing the upfront capital needs of our customers in right-sizing their operations.

GSA is creating a 21st century workplace across government to save money and increase productivity. GSA's overall Total Workplace initiative provides resources and expertise to encourage federal agencies to reduce their office space, foster collaboration, better manage IT spending and increase efficiency. Ultimately, in a time of shrinking budgets, this initiative will save taxpayer dollars and allow agencies to invest more in their missions and better serve the American people.

GSA's Total Workplace FIT (Furniture & Information Technology) program is one of the offerings within GSA's Total Workplace program and is focused on transforming the federal government. At its core, Total Workplace FIT is a leasing action. Total Workplace FIT allows agencies to lease furniture over a 5-year term and lease information technology over a 3-year term, easing the burden of costs while giving agencies the furniture and technology they need to build a more efficient government.

Qualifications

Does your Project Qualify for FIT?

The FIT Program Principles

The program encourages:

- Implementation of effective and efficient workstation standards
- Adoption of modern workplace design practices
- Agencies to reduce rent by consolidation and space reduction

Design Strategies

To qualify for FIT funding, certain design strategies must be considered. Four of the design criteria are mandatory; a minimum of six others should be adopted and indicated on design intent drawings:

Mandatory Requirements

- Agencies must comply with any internal utilization rate policy developed or revised after 2010. If one does not exist, the agency must comply with 100-150 USF for total office, and 170 USF for the total space requirement.
- Maximize natural light by specifying furniture panels no taller than 54".
- Open workstations must not exceed 50 SF.
- Offices must not exceed 150 SF. FIT Furniture can be purchased for offices 80-150 SF.

Optional Requirements (must use a minimum of six)

- Locate enclosed offices, meeting spaces and support centers in interior spaces.
- Utilize glass walls instead of solid walls where appropriate.
- Create more open, interactive, free-flowing space to encourage collaboration.
- Offer a variety of reduced-noise spaces such as phone booths, quiet and focus rooms.
- Maximize space utilization by offering desk-sharing opportunities.
- Share all meeting spaces by utilizing an organization-wide reservation system.
- Embrace mobility: agency offers a telework program for a minimum of one day per week.

Qualifications

Other Considerations

In addition to design strategies, the following will be considered in evaluating FIT project candidates.

Risks

The agency and GSA will analyze possibilities of future downsizing, mission-related closure, vacating space prematurely, terminating lease agreement prior to 5-year term, and existing furniture BPAs not awarded through IWAC/FAS. The project schedule may also affect the ability of an agency to participate in the FIT program.

Federal Space Priority and Location Consolidations

The agency will collaborate with GSA in utilizing Federal space where appropriate. The agency and GSA will identify opportunities and exercise options to consolidate/minimize multiple agency locations per OMB's "Promoting Efficient Spending to Support Agency Operations (May 11, 2012). <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-12.pdf>

Leadership Commitment and Consistency

Changing the culture should start at the top. Leaders should be willing to set the example by changing their workspace to reflect the guiding principles mentioned above.

Union Agreements

Willingness to negotiate/renege with agency's labor union concerning space standards, designs concepts and mobility, especially when there's a significant real estate and dollar savings at stake.

Funding and Agreements

The Total Workplace FIT program is designed as a federal-to-federal leasing action. As a result, FIT transactions do not create an obligation need for agencies, easing the burdens of scoring and obligation requirements. This is especially helpful when budgets are tight but right-sizing of space still requires a certain amount of investment.

The FIT program offers a multi-year term lease agreements for procuring furniture and information technology used to right size agency operations. Multi-year term lease agreements also lessen the financial burdens to agencies. Costs for new furniture and information technology equipment can be amortized over the term of a lease. Furniture term agreements are for five years and information Technology term agreements are for three years. Ownership of leased materials may transfer to the customer at the end of the term agreement.

At project inception, agencies participating in the FIT program will sign a Draft Proforma Supplemental OA based on project estimates to be used for solicitation and ordering. Once the furniture and IT costs are finalized, agencies will sign a Final Supplemental OA that outlines the terms of the agreement with annual and monthly payments. FIT billing will coincide with rent start.

Some materials or services needed in a space reduction or right-sizing project may not be covered under FIT funding authorities. GSA can still assist with those procurements using reimbursable work authorization (RWA) funds.

FIT Project Life Cycle

Delivery of a FIT project through its entire life cycle can take several years. Many people will touch the project — from design to procurement, billing, maintenance and ownership transfer. The requirements and responsibilities of each FIT project team will look a little different, but here is a brief outline of what an entire project life cycle might look like. Associated project responsibilities are denoted where applicable.

FIT PROCESS FLOW CHART

KEY

FAS
PBS
AGENCY

CORRESPONDING COLORED CIRCLES IDENTIFY WHICH PARTIES ARE RESPONSIBLE FOR THIS STEP.



Furniture, Fixtures and Equipment (FFE)

Furniture is the “F” in FIT

Furniture is an integral part of a successful Total Workplace right-sizing project. The functionality of a reduced-size modernized office depends on more efficient, effective and flexible furniture. Systems furniture from even 10 years ago often does not meet these requirements. The Total Workspace FIT program provides a way for furniture procurement costs to be amortized over a five year period. The multi-year lease agreements that allow for cost amortization are just one piece to the furniture puzzle.

GSA's Integrated Workplace Acquisition Center (IWAC) provides the acquisition services for the Total Workplace FIT program. In this role, the IWAC conducts all acquisition activities; your PBS project manager will manage this process and continue to serve as your point of contact from design to delivery.

How does it work?

In order to help your agency manage your upfront cost associated with creating a more effective and efficient office for your organization, GSA is leveraging a revolving fund which allows you to amortize the cost of real property over a lease term.

What does it cost?

There is no interest, however there is an 8 percent fee associated with the procurement. The cost will be amortized over a 5-year term. A supplemental OA must be signed and the cost will be added to your monthly bill.

Is it flexible?

The program aims to support smart spaces and does have limitations to promote the program goals which include maximum workstation sizes and panel heights. The solutions that have been selected will promote maximum flexibility, space efficiency and maximize natural light. FAS will maintain ownership of this furniture until the the end of the 5-year term. Alterations may be made with advance written notifications to FAS and all warranty agreements with the manufacturer are followed. All alterations and reconfigurations must be made through a qualified dealership and will not be GSA funded.

[Click here for furniture typicals and examples of what the program offers.](#)

Furniture, Fixtures and Equipment (FFE)

What is not covered?

FIT funding can only support furniture, delivery and installation. Funding will be required for any other typical project service. These services can be funded through a traditional RWA.

Some of these services may include :

- Requirements development
- Design and layout
- Project management
- Furniture selection and specification

Who does what?

The FIT program is a FAS/PBS partnership that strives to deliver a complete offering to you. Your PBS project manager will remain your point of contact throughout the process, however there are many steps you will take with us together.

How do you get furniture, fixtures and equipment through FIT?

Request for furniture under the TWP FIT program are made through your PBS point of contact, or by simply contacting your regional Total Workplace point of contact listed on page 12.

Information Technology

Information Technology is the “IT” in FIT

Information Technology is a critical element to a successful Total Workplace right-sizing project. Most successful right-sizing projects require users have the ability to work from multiple locations both inside and outside of the office. That can't be achieved using legacy desktop computers. How these new IT requirements are met varies, but many solutions have significant upfront costs. The Total Workplace FIT program provides a way for IT costs to be amortized over a three year period. There are no restrictions on what IT equipment and services are allowed to be purchased, however there are restrictions on what items GSA will fund for a client under the FIT program. The items not covered by the program can be purchased using traditional funding methods (RWA). Once your requirements are developed, a FIT representative will determine what is eligible for FIT funding.

GSA's National Information Technology Commodity Program (NITCP) provides the acquisition services for the Total Workplace FIT program. In this role, the NITCP conducts all acquisition activities, your PBS project manager will manage this process and continue to serve as your point of contact from design to delivery.

How does it work?

In order to help your agency manage your upfront cost associated with creating a more effective and efficient office for your organizations, GSA is leveraging a revolving fund which allows you to amortize the cost of Information Technology over a supplemental three year lease occupancy agreement.

What does it cost?

There is no interest, however there is a fee associated with the procurement. The cost will be amortized over a three year term. A supplemental OA must be signed and the cost will be added to your monthly bill.

What kind of equipment is available via FIT?

Information Technology equipment is a vast market and each customer's requirements to succeed in a Total Workplace environment will be different. Instead of browsing a master product list, customers should evaluate their own IT needs for a Total Workplace environment and produce a bill of materials they deem necessary. The FIT IT team can then determine which items can be covered by the FIT program and which will need to be procured with traditional funding.

At its most basic, the Total Workplace FIT program can fund IT equipment. This includes personal computers, laptops, devices and associated operating systems.

Information Technology

What is not covered?

FIT funding can only support devices, personal computers and operating systems. Funding will be required for any other IT products or services. These products or services can be funded through a traditional RWA.

Some of these services may include:

- Software licenses
- Extended warranties
- Stand alone wiring
- Technical advisory services
- Any other IT service

Who does what?

The FIT program is a FAS/PBS partnership that strives to deliver a complete offering to you. Your PBS project manager will remain your point of contact throughout the process, however there are many steps you will take with us together.

How do you get information technology through FIT?

Requests for IT equipment under the TWP FIT program are made through your PBS point of contact, or by simply contacting your regional Total Workplace point of contact listed on page 12.

Learn More

If you would like to learn more about FIT, please contact your nearest Total Workplace Expert listed on the following page.

Total Workplace Experts

Use the directory below to connect with various GSA Total Workplace experts across the country.

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